

Course Outline – **Microsoft Word Introduction**

Aims: To give users a basic introduction to the features and concepts of word processing in Microsoft Word

Pre-requisites: Attendance of a Windows Introduction or a good understanding of the Windows environment

Duration: One day

Introduction to Word

Concepts of Word
Elements of the screen
Using the keyboard and mouse

Word Processing Basics

Creating new documents
Saving documents
Opening and closing documents
Entering text
AutoCorrect
Printing and previewing a document

Basic Editing Techniques

Moving around a document
Selecting text
Moving text with Cut, Copy and Paste
Using the Office Clipboard
Using Drag-and-Drop
The Spelling and Grammar Checker
Understanding the Undo feature

Advanced Editing Techniques

Page Breaks: manual vs. automatic
Inserting the Date and Time
Using the Change Case feature
Using Find and Replace

Formatting

Basic text enhancements
Formatting paragraphs
Indentation
Using Bullets and Numbering
Borders, Shading and Page Borders
Using the Format Painter
Headers, Footers and Page Numbers
Setting the page layout

Working with Tables

Creating a basic table
Inserting rows and columns
Applying Borders to a Table

taking **IT** further

Microsoft Word Intermediate
Microsoft Word Advanced

